

## U.S. DEPARTMENT OF AGRICULTURE

## Request for prior Clearance of Personnel Action

## Routing &amp; Recommendation

Security\_\_\_\_\_

Nonsensitive	9
Noncritical Sensitive	9
Critical Sensitive	9

Employee's Name

Nature of Action

Class./Empl.\_\_\_\_\_

FROM (*POSITION TITLE*)TO (*POSITION TITLE*)

SERIES

GRADE

SALARY

SERIES

GRADE

SALARY

AGENCY, ORGANIZATION TITLE, DUTY STATION

AGENCY, ORGANIZATION TITLE, DUTY STATION

REASON FOR ACTION - (*If vacancy, indicate name of former incumbent*)

**CERTIFICATION** - The position is necessary to carry out the mission of this Agency. The candidate proposed is qualified for the position, is suitable for employment, and has no financial interests or otherwise that would pose any real or apparent conflict of interest if appointed to this position. Funds are available to finance this action.

**CLEARED BY:**

AGENCY HEAD\_\_\_\_\_ DATE\_\_\_\_\_

OFFICE OF HUMAN RESOURCES MANAGEMENT\_\_\_\_\_ DATE\_\_\_\_\_

ASST. SECRETARY FOR ADMINISTRATION\_\_\_\_\_ DATE\_\_\_\_\_

EXECUTIVE ASSISTANT TO THE SECRETARY\_\_\_\_\_ DATE\_\_\_\_\_

APPROVED FOR THE SECRETARY BY\_\_\_\_\_ DATE\_\_\_\_\_

APPROVED BY THE UNDER SECRETARY \_\_\_\_\_ DATE\_\_\_\_\_

## CLEARANCE

Office of Personnel

By\_\_\_\_\_

Date\_\_\_\_\_

Invalid if not used within 60 days

DEPARTMENTAL ADMINISTRATION  
USE ONLY

Funds are available to process the proposed action.

Initials\_\_\_\_\_ Date\_\_\_\_\_

**Form AD-67 (6/85)**  
ORIGINAL (OP/EERS)